



DEPARTMENT OF CULTURAL SERVICES

MUSEUM COLLECTIONS AND ADMINISTRATION CLERK

The Department of Cultural Services invites applications for the position of full-time Museum Collections and Administration Clerk, which is scheduled for five days per week (Tuesday to Saturday and may require working evenings). This position is permanent and based at the Museum and Gallery.

The Museum Collections and Administration Clerk position includes assistance in the research and development of educational and public programming, school tours, exhibit development, visitor services and special events.

Preference will be given to candidates with museum and collections experience and/or equivalent education. Candidates should have prior experience in public programs, data entry procedures, working with volunteers, and conducting research projects, which require excellent communication and public relations skills.

Interested applicants should submit a complete resume with references in writing to the undersigned on or before 4:00 pm, Friday, February 16, 2018.

Jennifer Fitzpatrick, Director
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S0K 2A0
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Thank you to all applicants in advance, only those selected for interviews will be contacted.